

**MINUTES**  
**HISTORIC DISTRICT COMMISSION MEETING**  
**Thursday, August 1, 2013**  
Council Chambers, City Hall

**I. CALL TO ORDER**

**Time:**

Acting Chair Roddy called the meeting to order at 7:30 p.m.

**Commissioners Present:**

La France, Mary Jo  
Arkin, Richard  
Roddy, John (Vice Chair, Acting Chair)  
Feinstein, Marc  
McCutcheon, John (Alternate, Acting Full Commissioner)  
Ventola, Dean

**Commissioners Absent:**

Kirtz, Chris (Chair)  
Weich, Ruthzaly

**Planning and Code Administration Staff Present:**

Bowling, Matt (City Planner and Liaison to the Historic District Commission)  
Mann, Greg (City Planner)

**Historic District Commission's Opening Statement**

Acting Chair Roddy read the Opening Statement, as follows: "this Commission is empowered to meet and act under Article XII of *The City Code* of Gaithersburg. The technical qualifications of the staff of this Commission and the members of the Commission are on file with the City of Gaithersburg, are available on request to any applicant, and are hereby made a part of the legal record of each and every application heard today. Each application heard today is considered on its own merits and is not to be considered as establishing a precedent for any other application."

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**II. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

Motion was made by Commissioner McCutcheon, seconded by Commissioner Ventola, to approve the minutes of the July 9, 2013 Historic District Commission regular meeting.

***Motion carried by a 5-0-1 vote (Commissioner La France abstained).***

**III. HISTORIC AREA WORK PERMIT REVIEWS – PUBLIC MEETINGS**

**HIST-3027-2013 - Improvements to the Side Garden of the Kentlands Mansion located at the corner of Briscoe Street and Kent Square Road (Individually Designated Historic Resource – Tschiffely-Kent Mansion – HD-35)**

Staff introduced the Historic Area Work Permit Application, providing a brief overview of the proposed work, improvements to the side garden of the Kentlands Mansion located at the corner of Briscoe Street and Kent Square Road. Staff noted that none of the building's historic fabric would be disturbed by the proposed work, that the proposed work will not destroy any historic materials, features, or spatial relationships, and that if the proposed improvements were removed in the future the essential form and integrity of the Tschiffely-Kent Mansion would remain unimpaired.

Staff recommended approval of the Historic Area Work Permit Application (HIST-3027-2013) finding the proposed work in compliance with Section 24-227.2 of *The City Code – Historic Area Work Permits; Criteria for Decision* and *The Secretary of Interior's Standards*, 38 CFR 68, Standard #9 and Standard #10.

Following the introduction by staff the applicant, Kristy King, from the City of Gaithersburg Department of Parks, Recreation, and Culture, provided further explanation of the project and, along with the landscape architect for the project, David Post, ASLA, ISA, answered questions from the Commission.

The Commission noted that they would like for the boxwood to be retained if determined healthy by a certified arborist. The Commission also discussed the choice of materials for the following proposed improvements: central walk/aisle, the backdrop of the fountain, the freestanding wall, the extended retaining wall on Briscoe Street, and the extended sidewalk on Briscoe Street. The Commission preferred for the extended sidewalk on Briscoe Street to match the width of the existing sidewalk.

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Motion was made by Commissioner Arkin, seconded by Commissioner Ventola, to issue an approval for Historic Area Work Permit Application: HIST-3027-2013, finding the work that was proposed for 320 Kent Square Road to be in conformance with §24-227.2 of *The City Code of Gaithersburg* and *The Secretary of Interior's Standards for the Treatment of Historic Properties*, 38 CFR 68, Standard #1, Standard #2, and Standard #10.

*#1 - A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships*

Finding that the proposed work, and subsequent use, will result in minimal change and will not negatively impact the defining characteristics of the Tschiffely-Kent Mansion.

*#2 - The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

Finding that the proposed work will not result in the removal of those trees that serve as defining characteristics within the Tschiffely-Kent Mansion's environmental setting.

*#10 - New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

Finding that the proposed work is entirely reversible and, if removed in the future, the Tschiffely-Kent Farm and its environment setting would be unimpaired.

***Motion carried by 6-0 vote.***

The motion carried with the following six (6) conditions:

1. The boxwood located on the southeastern corner of the Tschiffely-Kent Mansion and the boxwood located near the steps leading to the Tschiffely-Kent Mansion from the sidewalk on Briscoe Street shall be retained if determined healthy by a certified arborist. If the certified arborist determines that the boxwood are not healthy, replacement shall be permitted.
2. The proposed central walk/aisle within the side garden shall be laid with brick.
3. The backdrop of the fountain shall be constructed of brick.
4. The freestanding wall on the north portion of the side garden shall be constructed of brick.

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5. The extended retaining wall on Briscoe Street shall be constructed of brick.
6. The extended sidewalk on Briscoe Street shall be constructed of brick and shall match the width of the existing sidewalk.

**IV. MONTGOMERY COUNTY HISTORIC PRESERVATION TAX CREDIT APPLICATIONS**

None.

**V. COURTESY REVIEWS/PRELINARY CONSULTATIONS**

None.

**VI. Demolition Permit Application Reviews**

None.

**VII. UPDATES**

*-Montgomery County Historic Preservation Tax Credit Bill (Bill 14-13)-*

Staff provided the Commission with an update on the recent increase of the Montgomery County Historic Preservation Tax Credit from 10% to 25%.

**VIII. OTHER HDC BUSINESS**

*-Historic District Commission Work Plan – FY2013-*

The Commission looked over the draft FY2013 Historic District Commission Work Plan and confirmed final additions and edits. The finalized FY2013 Historic District Commission Work Plan will be made available to the Commission at their regular meeting on Thursday, October 3, 2013.

**IX. ADJOURNMENT**

Motion made by Commissioner Ventola, seconded by Commissioner McCutcheon, to adjourn the meeting at 9:02 p.m.

***Motion passed by a 6-0 vote.***